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DAIRY BULLETIN.

OFFICE OF THE DAIRY COMMISSIONER,
CENTRAL EXPERIMENTAL FARM,
DEPARTMENT OF AGRICULTURE,
OTTAWA, - - - CANADA.

BULLETIN No. 9.

BY-LAWS, RULES AND REGULATIONS FOR CHEESE FACTORIES.



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CENTRAL EXPERIMENTAL FARM.

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DEPARTMENT OF AGRICULTURE,

OTTAWA, - - - - - CANADA

By-laws, Rules and Regulations for Cheese Factories.

By JAS. W. ROBERTSON, *Dairy Commissioner.*

The following forms of By-laws, Rules and Regulations, or as many of them as apply, may be filled up and modified to suit the local or peculiar needs of any Joint Stock Company or Association for the manufacture of butter or cheese. The Rules and Regulations from page 9 to 15 are equally applicable in the cases where the manufacturing business is conducted as a private enterprise.

BY-LAWS.

Shareholders and Shares.

I. The Company (or Association) shall consist of shareholders, holding one or more shares of \$...... each, who have enrolled their names in a book kept by the Secretary of the Company (or Association) for that purpose.

II. The payment of shares shall be made in such a manner and at such times, as the Directors of the Company (or Association) shall from time to time direct, but in each case the Directors shall give at least thirty days' notice in writing to each holder of a share or shares in the Company (or Association) of such a call upon the stock, and not more than twenty per cent. of the value of the subscribed stock shall be called in at any one time, and not more than thirty per cent. shall be called for within twelve months.

III. The Directors shall call in at least twenty per cent. of the subscribed capital stock of the Company (or Association), at or before the last distribution of the proceeds from the sale of products in each year, until all indebtedness of the Company (or Association),—which is not provided for by mortgage,—is paid and satisfied.

IV. In default of payment of all or any such calls upon stock, the Directors shall proceed to enforce the payment of the same by an action at law; or they may, in the exercise of their powers, sell any such shares and apply the proceeds of the same towards the payment of any unpaid call or calls, due in respect of such stock or shares, and the surplus,—if any remains after the payment of such arrears and all expenses incurred by the Directors in such action,—shall be deposited in some Chartered Bank to the credit of the defaulting shareholder, and all liability of the Directors shall thereby cease.

V. No subscriber for stock shall be accepted as a shareholder or be entitled to hold stock in the Company (or Association), until the same has been duly allotted to him by the Board of Directors.

VI. Stockholders may sell or transfer their shares, but such sale or transfer must be with the consent and approval of the Directors of the Company (or Association).

VII. The books of the Secretary for the transfer of stock shall be closed during fifteen days preceding each annual meeting of the shareholders. The Secretary shall register all transfers of stock in the books of the Company (or Association) when furnished with duly executed instruments of transfer, signed by both transferrer and transferee. A fee of 25 cents for each share transferred shall be paid into the general fund of the Company (or Association). No transfer shall be considered valid until it has been made on the books of the Company (or Association).

VIII. Each shareholder shall be entitled to one vote for every share which he or she may hold, and shareholders may vote by proxy duly appointed. No person shall be entitled to act as a proxy who is not himself or herself a shareholder in the Company (or Association).

IX. No shareholder shall be entitled to vote upon any share or shares, on which any regular instalment or call has become due and remains unpaid. No shareholder shall be entitled to vote on any stock, unless the same shall have been registered in his name in the stock book of the Company (or Association) at least 15 days prior to such general or annual meeting of the Company (or Association).

X. No person shall be entitled to subscribe for, or to vote upon, more than..... shares of the Company, either in his or her own right, or by proxy.

Officers.

XI. The Officers of the Company (or Association) shall consist of a President, Vice-President, Secretary and Treasurer and....Directors.

The Directors shall be elected at the Annual General meeting of the Company (or Association), and shall hold office for one year, and until their successors are elected. Shareholders only shall be eligible as Directors in the Company (or Association).

XII. The President, Vice-President and the Directors shall constitute the Board of Directors. All the members shall retire every year, and an election shall take place at the Annual General Meeting for the appointment of their successors, and all the members of the retiring Board of Directors, if otherwise qualified, shall be eligible for re-election.

XIII. The President and the Vice-President of the Company (or Association) shall be elected at the Annual General Meeting of the Company (or Association), or they shall be elected from the Directors at the first meeting of the Board of Directors which is held after the Annual General Meeting of the shareholders.

Powers of Directors.

XIV. The presence of four Directors shall constitute a quorum for the transaction of business at a meeting of the Directors. The President, or in his absence, any Director who may be chosen by a majority of those present at such meeting, shall preside, and shall decide all questions of order, subject to an appeal to the Board.

XV. If the Annual Meeting of the shareholders and *patrons* has not appointed a *Salesman* then the Board of Directors shall appoint from their own number, or from the shareholders or *patrons* of the factory, a person who shall be *Salesman* of the products of the factory.

XVI. The Directors shall also appoint a Secretary and Treasurer, —which two offices may be filled by one and the same person if the Directors so decide.

XVII. The President shall have a vote as a Director at all meetings, and in addition to that vote, in the event of a tie he shall have a casting vote as Chairman.

XVIII. The Board of Directors shall have full power to enter into agreements or contracts with any person or persons to carry on the business of the Company (or Association), and such person or persons shall have their salaries and remuneration determined by the Board of Directors, to whom they shall in all cases be directly responsible.

XIX. The Directors shall also have full power to determine all salaries and remuneration to officers or employees of the Company

(or Association), but the Directors shall not be entitled to receive more than.....for each meeting which they attend, unless the same be authorized at the Annual General Meeting of the shareholders.

XX. The Directors may borrow money for the purposes of the Company (or Association) in any manner which may seem to them expedient, and their bond, promissory note, or other obligation, shall bind the Company (or Association); and they are authorized to hypothecate, mortgage, or pledge the real and personal property of the Company (or Association), in order to secure any sum or sums borrowed for the purpose of the Company (or Association).

XXI. The corporate seal of the Company (or Association) and the signature of the President,—or other officer designated for that purpose at a regular meeting of the Board of Directors,—counter-signed by the Secretary and Treasurer, shall be attached to all such instruments or documents pledging the credit of the Company (or Association).

XXII. The Board of Directors may appoint from their own number an Executive Committee which shall include—or to which may be added—the *Salesman* and Secretary of the Company (or Association), to whom they may designate executive powers to be exercised under the direction of the Board; and they may also appoint Standing Committees.

XXIII. The Directors shall also appoint one Auditor, to act in conjunction, in the auditing of the accounts of the Company (or Association), with an Auditor to be elected at the Annual General Meeting of the shareholders.

XXIV. In the case of any vacancy or vacancies occurring in the Board of Directors between the Annual General Meetings of the Company (or Association), they may be filled from qualified shareholders by the Board of Directors.

Duties of the Secretary.

XXV. (1.) The *Secretary* shall keep an accurate and true record of the minutes of the Annual Meeting, of any Special Meetings of the shareholders, and of the meetings of the Board of Directors.

(2.) He shall also keep an accurate account of all financial transactions of the Company (or Association).

(3.) He shall keep a stock book for the proper recording of the ownership and transfers of shares in the Company (or Association).

(4.) He shall render an accurate statement to each of the *patrons* of the Company (or Association) of his or her account therewith, from time to time as the President may direct.

(5.) He shall prepare an annual statement for each of the *patrons* of the factory, and also an annual statement giving an abstract of the business of the Company (or Association) for presentation to the Annual Meeting, and he shall render an annual account of the affairs of the Company (or Association) to the office of the Dairy Commissioner for the Dominion, at Ottawa.

Duties of the Treasurer.

XXVI. (1.) The *Treasurer* shall furnish security to the satisfaction of the Board of Directors, and shall deposit all moneys received by him, in.....Bank in his name as Treasurer.

(2.) He shall pay the same always and only, on the order of the President, duly countersigned by the Secretary.

(3.) He shall present vouchers for all his expenditures to the Auditors, and shall present a statement of the receipts and expenditures of the Company (or Association) to the Annual General Meeting of the shareholders.

Duties of the Salesman.

XXVII. (1.) The *Salesman* shall use his best endeavours to sell the products of the factory, so as to further the interests of the *patrons* to the best of his judgment and ability.

(2.) As soon as practicable after the completion of any sale, he shall notify the President and Secretary of the quantities sold, the price agreed upon, particulars of sale, date of shipment, and any other condition or element in the transaction which affects the *patrons* or the *manufacturer*.

Annual Meeting.

XXVIII. The Annual General Meeting of the shareholders shall be held at....., or at such other place in..... as the Directors may determine, on the.....in.....each year.

XXIX. Notice of the time and place for the holding of such Annual General Meeting, shall be given at least ten days previously thereto, in two of the newspapers circulating in the neighbourhood, and also by postal notice to that effect, mailed to each shareholder's address as last registered in the office of the Company (or Association).

XXX. If from any cause the Annual General Meeting of the Company (or Association) shall not be held, or due and legal notice thereof shall not be given, then it shall be the duty of the Directors to cause a Special General Meeting of the shareholders to be called as soon as may be thereafter, for the purpose of transacting the business of the Annual General Meeting, and at such meeting or meetings, all matters may be dealt with and acted upon as if such meeting were in fact the Annual General Meeting of the shareholders of the Company (or Association).

XXXI. The rules of order for the Annual General Meeting shall be:—

1. The meeting called to order by the President or acting President;
2. The reading and disposal of the minutes of the last meeting;
3. The reading and disposal of communications;
4. Reports of Standing Committees appointed by a General Meeting of the shareholders;
5. Reports of Special Committees appointed by a General Meeting of the shareholders;
6. Reports of the Officers,—including the report of the *Salesman*;
7. Report of the Auditors;
8. Unfinished business;
9. Nomination and election of Officers for the ensuing year;
10. Appointment of one Auditor;
11. New business.

Special Meetings.

XXXII. Special Meetings of the shareholders may be called by the President or any four of the Directors, or on the requisition, in writing, of the shareholders of the Company (or Association) who may hold one-fourth of the subscribed stock of the Company (or Association); and in every such call or requisition for a Special Meeting, a statement shall be made of the definite purposes for which such Special Meeting is called, and no other business shall be transacted at such Special Meeting, than shall be mentioned in the notice or notices which have been given calling the same.

XXXIII. At least ten days' notice of every Special Meeting shall be given, by advertising the same in at least two newspapers circulating in the neighbourhood, and also by mailing a notice to the same effect to the address of each shareholder, as last registered in the office of the Company (or Association).

XXXIV. Any alterations in the By-laws of the Company (or Association) shall be made only by a two-thirds vote at the Annual General Meeting of the shareholders.

XXXV. A copy of the By-Laws shall be, at all reasonable hours, open for inspection by shareholders, at the factory where the business of the Company (or Association) is carried on.

RULES AND REGULATIONS.

Business arrangements.

1. The Company (or Association) hereinafter called the *manufacturer* shall draw the milk, manufacture, and care for the cheese during the curing, provide boxes and all necessary furnishings, at a charge of for every pound of cheese which is manufactured.

or

1a. The *manufacturer* shall charge each shareholder at the rate of per pound of cheese for the manufacturing of the milk furnished by him up to pounds per share of in the stock of the Company (or Association) held by him or her, and shall charge all non-shareholders a rate of per pound of cheese, in consideration of which the *manufacturer* will manufacture the cheese, care for it during curing, provide boxes, and all necessary furnishings.

2. *Patrons* who may be dissatisfied with the weights of their milk as recorded at the factory, must report the same to the Directors, that they may adjust and settle the matter.

3. The milk of each *patron* shall be tested at any time during the season; and, at the discretion of the Directors, a statement of the quality of the milk of all the *patrons*, shall be posted up in the factory in a conspicuous place, where it may be seen by all the *patrons* and shareholders.

4. In case any milk furnished should be of such doubtful quality as to warrant the assumption that it has been adulterated, a committee appointed by the Directors shall visit the premises of the *patron*, see the cows milked morning and evening, and have the quality of such milk compared with the record of the tests made of the milk which he or she was previously furnishing, and if a substantial difference in the quality be evident, it shall be optional with the Directors as to whether they shall, (1) prosecute the *patron* according to law, (2) effect a settlement upon the payment, to the funds of the *manufacturer* or the *patrons*, of such a sum as may be agreed upon, or (3) exclude the *patron* from the privileges of the factory for a stated number of years.

5. Each *patron* upon being notified, shall convey in a waggon or otherwise, his or her share of the cheese which has been manufactured, from the factory to the point of delivery as agreed upon by the *Salesman*, and failure to comply with this rule will subject the *patron* to a fine of \$2.00, which shall be deducted from his or her share of the receipts from the sales of cheese. It is open to any *patron* to find a substitute for the drawing of cheese.

6. If any *patron* should send to the factory upon the milk-waggons engaged by the *manufacturer*, milk which is sour or unfit for use in cheese-making, such milk shall be returned to his or her milk-stand; and a charge sufficient to pay the *manufacturer* for the expense of drawing it to the factory, and to the milk-drawer for returning it to the milk-stand, shall be made in every such case. The decision of the Directors in this matter shall be final.

7. Each *patron* shall be entitled to the cheese required for use at his own table at the wholesale price; but no cuts shall be made in less than pieces of 5 pounds.

8. In the case of any *patron* who does not continue to furnish the milk from his or her herd to the factory until the close of the manufacturing season, a sum equal to.....cents per pound of all the cheese manufactured from the milk which they have furnished during the season, will be deducted from his or her share of the receipts, unless he or she shall first have obtained the consent of the Directors to such discontinuance.

9. The *manufacturer* shall insure the cheese in one or more Insurance Companies to any extent; but the *manufacturer* will not be responsible for any cheese which may be destroyed, other than for the amount received by the said *manufacturer* from the Insurance Companies.

Care of the Milk.

10. Milk shall be supplied from only healthy cows, which are fed upon wholesome food, with access to plenty of pure water and salt.

11. The pastures, yards, and lanes shall be kept free from carrion and all decaying matter which may cause noxious smells.

12. Each *patron* shall furnish pure sweet milk, to which nothing has been added and from which no part has been removed or kept back; and if any be reserved, it shall be of the average quality of milk given by the herd of cows. Milk shall not be offered to the cheese factory from any cow, until after the fourth day after calving.

13. Milk must be drawn from the cow in a cleanly manner; the udders should be brushed or washed, and milking with dry hands is preferable to the practice of dipping the fingers in the pail in order to moisten them.

14. Immediately after the milk is drawn from the cow, it should be strained through a wire or cloth strainer.

15. All pails and other utensils, with which the milk is brought into contact, must be of tin; the use of wooden pails for milking or holding milk is strictly forbidden; and any contravention of this rule, will subject the *patron* to the liability of being deprived of the privileges of the factory.

16. The milk shall be aërated by dipping, pouring, stirring, or by the use of an aëerator; during hot weather after it has been aired, it should be cooled quickly to at least the temperature of the atmosphere; the milk-can should never be left in a tub of water over night, unless the milk has been previously cooled to below 60 degrees.

17. The milk must be kept in a place where the atmosphere is free from foul and injurious smells.

18. Milk that is left without the protection of some roof, shall be protected from the falling of rain, either by turning the lid of the milk-can upside down over it, or any other efficacious means; and if on any occasion when rain has fallen, the cheese-maker discovers, by the use of the testing instruments, that a percentage of added water is present, he shall deduct from the weight of the milk a number of pounds equal to the quantity of added water, that is revealed by the use of the lactometer.

19. The night's and morning's messes of milk shall be kept in separate vessels until the arrival of the milk-waggon.

Milk-cans and Milk-stands.

20. The milk-cans shall be kept clean and sweet; and when a cheese-maker shall discover the milk-can of any *patron*, in a state unfit for the carrying of milk without detriment to its quality, he shall notify the *patron* of that fact and report the same to the Directors. After the first offence, the *patron* may be subjected to a fine of 50 cents for every time that the milk-can shall be sent to the factory in an unclean condition.

21. The Directors or any of the *patrons*, may inspect the milk-cans on any of the waggons or milk-stands at any time and report the same to the cheese-maker or other officer of the *manufacturer*.

22. Each and every milk-can shall be washed with cold or tepid water, and scalded with boiling water once a day; they should afterwards be aired.

23. All milk to be conveyed to the factory on the public milk-waggon shall be delivered on the side of the public highway, (unless otherwise arranged by the directors), upon a milk-stand of convenient height, and which will afford shade from the sun and protection against rain.

24. The surroundings of the milk-stand shall be kept clean and free from bad smells; and the feeding of swine within 100 feet of the milk-stand is strictly forbidden.

25. The milk shall be delivered on the milk-stand at a time to suit the convenience of the milk-drawer, who shall not leave any milk-stand before 5:30 a.m. and who shall reach the factory with his load not later than 9 a.m.

26. The whey shall be disposed of, as the *patrons* determine at the Annual Meeting.

27. Each *patron* who furnishes milk to the factory, is thereby considered as having agreed to the foregoing rules and regulations.

Duties of the Cheese-maker.

28. It shall be the duty of the cheese-maker to use his best endeavours to manufacture an article of uniformly fine, merchantable cheese.

29. The cheese-maker shall reject any milk, which he considers to be unfit for use in the manufacture of the finest quality of cheese; and his judgment in the matter shall be final.

30. He shall be responsible for and make good in money, any loss that may be sustained from the making of interior cheese through carelessness, neglect, or incapacity.

31. He shall keep a correct record of the weight of milk furnished by each *patron*, and deliver the same to the Secretary of the Company (or Association).

32. He shall test the milk of each *patron* from time to time, to assure himself that it is pure, wholesome, honest, and of good average quality.

33. He shall inspect the milk-cans and report upon their condition to the Directors.

34. He shall inspect the milk-waggon and report upon their condition as to cleanliness, &c., to the Directors.

35. He shall enter in a pass book for each *patron*, a record of the weight of milk received in his or her name.

36. He shall keep the factory and its utensils clean.

37. He shall care for the cheese until they are cured, or until one month after the close of the manufacturing season; and he shall use every reasonable precaution to maintain the temperature of the curing-room at the points where it is most suitable for the curing process at different seasons of the year.

38. He shall see that the whey tank is thoroughly cleaned at least once a week.

39. He shall see that the surroundings of the premises are kept free from bad odours.

40. He shall use his best endeavours to advance the interests of the *manufacturer* and the *patrons*.

41. In case any of the *patrons* or Directors shall find the weighing can, milk conductor, milk vats, curd sinks, curd cutter, cheese presses, or any other utensil, or the floor of the factory, in a filthy state, whereby the quality of the milk or cheese is liable to be injured, the sum of \$1.00 for every such offence and every such utensil, shall be deducted from the monies coming to the cheese-maker from the *manufacturer* or *patrons*.

Milk Drawers.

42. The agreement with the milk-drawers should stipulate:—

(a) That they shall keep their milk-waggon clean and free from all bad smells;

(b) That they shall protect the milk-cans against damage;

(c) That they shall use straps or ropes to prevent spilling or waste;

(d) That they shall be liable for all loss incurred through their negligence or fault;

(e) That they shall be liable to a fine of \$1.00 for every time, when they fail to reach the factory at or before the stipulated time of 9 a.m., unless they furnish to the Directors a good and sufficient reason.

(f) In a case where whey is returned to the *patrons*, they shall apportion to each *patron*, and deliver upon his milk-stand, such quantities as may be decided upon by the cheese-maker.

NOTE.—A table is appended to this Bulletin setting forth the quantities of whey that may be returned in each can, for a given quantity of milk received.

SUGGESTIONS.

A copy of this Bulletin should be sent to each *patron*; these may be obtained free by application to the office of the Dairy Commissioner, Ottawa. A dodger setting forth a few points on the care of milk, may with advantage be prepared by the *manufacturer* or cheese-maker, and sent to each *patron* in the milk-can once a month.

A Special Committee on the adulteration of milk should be appointed for each factory; and they should discharge their duties so as to entirely eliminate the dishonest practices of watering, skimming, or keeping back the strippings of the milk.

Milk pass-books should be sent to each *patron* once every week or once every fortnight, with a record of the quantities of milk which have been credited at the factory.

When the distribution of proceeds is made, a statement should be furnished to each *patron*, setting forth the details of his or her account.

At the end of each season, an annual statement of the business of the year should be furnished to the *patrons*. It should set forth:—

- (1.) The number of days during which the factory was in operation;
- (2.) The number of *patrons* who furnished milk;
- (3.) The total quantity of milk received;
- (4.) The total quantity of cheese manufactured;
- (5.) The average price for which the cheese of each month's make was sold;
- (6.) The average quantity of milk required to make a pound of cheese during each month;
- (7.) The total value of the cheese sold;
- (8.) The total amount of money distributed to the *patrons*;
- (9.) An abstract of the annual statement of the Treasurer of the Company (or Association).

Similar statements of the business of the Company (or Association), together with a summary of the Treasurer's report, should be furnished annually to the office of the Dairy Commissioner at Ottawa.

TABLE showing the number of inches in depth, of Whey to be allowed in cans of different sizes, for Quantities of Milk from 30 to 360 pounds. The figures in the columns denote the inches of whey.

Weight of Milk in pounds.	DIAMETERS OF MILK CANS IN INCHES.								
	20 in.	19 in.	18 in.	17 in.	16 in.	15 in.	14 in.	13 in.	12 in.
30	2	2	3	3	3	3	4	5	6
35	2	3	3	3	3	4	5	6	7
40	3	3	3	4	4	5	6	6	7
45	3	4	4	4	4	5	6	7	8
50	3	4	4	5	5	6	7	8	9
55	4	4	5	5	6	7	8	9	10
60	4	5	5	6	6	7	8	9	11
65	4	5	5	6	7	8	9	10	12
70	5	5	6	7	7	8	10	11	13
75	5	6	6	7	8	9	10	12	14
80	5	6	7	8	8	10	11	12	15
85	6	6	7	8	9	10	12	13	16
90	6	7	7	9	9	11	12	14	17
95	6	7	8	9	10	11	13	15	18
100	7	7	8	9	10	12	14	16	19
105	7	8	9	9	11	13	15	16	19
110	7	8	9	10	11	13	15	17	20
115	8	9	10	10	12	14	16	18	21
120	8	9	10	11	12	14	17	19	22
125	8	9	10	11	13	15	17	19	23
130	9	10	11	12	13	16	18	20	24
135	9	10	11	12	14	16	19	21	
140	9	10	12	13	14	17	20	22	
145	10	11	12	13	15	17	20	23	
150	10	11	12	14	15	18	21	24	
155	10	11	13	15	16	19	22		
160	11	12	13	15	16	19	22		
165	11	12	14	16	17	20	23		
170	11	12	14	16	17	20	23		
175	12	13	15	16	18	21	24		
180	12	13	15	17	18	22	24		
185	12	14	15	17	19	22			
190	13	14	16	18	19	23			
195	13	14	16	18	20	23			
200	13	15	17	18	20	24			
205	14	15	17	19	21				
210	14	16	18	19	21				
215	14	16	18	20	22				
220	15	16	18	20	23				
225	15	17	19	21	24				
230	15	17	19	21	24				
235	16	18	19	22					
240	16	18	20	22					
245	16	18	20	23					
250	17	19	21	23					
260	17	19		24					
270	18	20	22						
280	19	21	23						
290	19	22	24						
300	20	23	24						
310	21	23							
320	21	24							
330	22								
340	23								
350	23								
360	24								

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BULLETIN No. 10.

BY-LAWS, RULES AND REGULATIONS FOR CREAMERIES
ON THE CREAM-GATHERING PLAN.

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CENTRAL EXPERIMENTAL FARM.

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DEPARTMENT OF AGRICULTURE,

OTTAWA, - - - - - CANADA

By-laws, Rules and Regulations for Creameries on the Cream-Gathering Plan.

BY JAS. W. ROBERTSON, *Dairy Commissioner.*

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VII. The books of the Secretary for the transfer of stock shall be closed during fifteen days preceding each annual meeting of the shareholders. The Secretary shall register all transfers of stock in the books of the Company (or Association) when furnished with duly executed instruments of transfer, signed by both transferrer and transferee. A fee of 25 cents for each share transferred shall be paid into the general fund of the Company (or Association). No transfer shall be considered valid until it has been made on the books of the Company (or Association).

VIII. Each shareholder shall be entitled to one vote for every share which he or she may hold, and shareholders may vote by proxy duly appointed. No person shall be entitled to act as a proxy who is not himself or herself a shareholder in the Company (or Association).

IX. No shareholder shall be entitled to vote upon any share or shares, on which any regular instalment or call has become due and remains unpaid. No shareholder shall be entitled to vote on any stock, unless the same shall have been registered in his name in the stock book of the Company (or Association) at least 15 days prior to such general or annual meeting of the Company (or Association).

X. No person shall be entitled to subscribe for, or to vote upon, more than..... shares of the Company, either in his or her own right, or by proxy.

Officers.

XI. The Officers of the Company (or Association) shall consist of a President, Vice-President, Secretary and Treasurer and....Directors.

The Directors shall be elected at the Annual General Meeting of the Company (or Association), and shall hold office for one year, and until their successors are elected. Shareholders only shall be eligible as Directors in the Company (or Association).

XII. The President, Vice-President and the Directors shall constitute the Board of Directors. All the members shall retire every year, and an election shall take place at the Annual General Meeting for the appointment of their successors, and all the members of the retiring Board of Directors, if otherwise qualified, shall be eligible for re-election.

XIII. The President and the Vice-President of the Company (or Association) shall be elected at the Annual General Meeting of the Company (or Association), or they shall be elected from the Directors at the first meeting of the Board of Directors which is held after the Annual General Meeting of the shareholders.

Powers of Directors.

XIV. The presence of four Directors shall constitute a quorum for the transaction of business at a meeting of the Directors. The President, or in his absence, any Director who may be chosen by a majority of those present at such meeting, shall preside, and shall decide all questions of order, subject to an appeal to the Board.

XV. If the Annual Meeting of the shareholders and *patrons* has not appointed a *Salesman* then the Board of Directors shall appoint from their own number, or from the shareholders or *patrons* of the factory, a person who shall be *Salesman* of the products of the factory.

XVI. The Directors shall also appoint a Secretary and Treasurer, —which two offices may be filled by one and the same person if the Directors so decide.

XVII. The President shall have a vote as a Director at all meetings, and in addition to that vote, in the event of a tie he shall have a casting vote as Chairman.

XVIII. The Board of Directors shall have full power to enter into agreements or contracts with any person or persons to carry on the business of the Company (or Association), and such person or persons shall have their salaries and remuneration determined by the Board of Directors, to whom they shall in all cases be directly responsible.

XIX. The Directors shall also have full power to determine all salaries and remuneration to officers or employees of the Company

(or Association), but the Directors shall not be entitled to receive more than.....for each meeting which they attend, unless the same be authorized at the Annual General Meeting of the shareholders.

XX. The Directors may borrow money for the purposes of the Company (or Association) in any manner which may seem to them expedient, and their bond, promissory note, or other obligation, shall bind the Company (or Association); and they are authorized to hypothecate, mortgage, or pledge the real and personal property of the Company (or Association), in order to secure any sum or sums borrowed for the purpose of the Company (or Association).

XXI. The corporate seal of the Company (or Association) and the signature of the President,—or other officer designated for that purpose at a regular meeting of the Board of Directors,—counter-signed by the Secretary and Treasurer, shall be attached to all such instruments or documents pledging the credit of the Company (or Association).

XXII. The Board of Directors may appoint from their own number an Executive Committee which shall include—or to which may be added—the *Salesman* and Secretary of the Company (or Association), to whom they may designate executive powers to be exercised under the direction of the Board; and they may also appoint Standing Committees.

XXIII. The Directors shall also appoint one Auditor, to act in conjunction, in the auditing of the accounts of the Company (or Association), with an Auditor to be elected at the Annual General Meeting of the shareholders.

XXIV. In the case of any vacancy or vacancies occurring in the Board of Directors between the Annual General Meetings of the Company (or Association), they may be filled from qualified shareholders by the Board of Directors.

Duties of the Secretary.

XXV. (1.) The *Secretary* shall keep an accurate and true record of the minutes of the Annual Meeting, of any Special Meetings of the shareholders, and of the meetings of the Board of Directors.

(2.) He shall also keep an accurate account of all financial transactions of the Company (or Association).

(3.) He shall keep a stock book for the proper recording of the ownership and transfers of shares in the Company (or Association).

(4.) He shall render an accurate statement to each of the *patrons* of the Company (or Association) of his or her account therewith, from time to time as the President may direct.

(5.) He shall prepare an annual statement for each of the *patrons* of the factory, and also an annual statement giving an abstract of the business of the Company (or Association) for presentation to the Annual Meeting, and he shall render an annual account of the affairs of the Company (or Association) to the office of the Dairy Commissioner for the Dominion, at Ottawa.

Duties of the Treasurer.

XXVI. (1.) The *Treasurer* shall furnish security to the satisfaction of the Board of Directors, and shall deposit all moneys received by him, in.....Bank in his name as Treasurer.

(2.) He shall pay the same always and only, on the order of the President, duly countersigned by the Secretary.

(3.) He shall present vouchers for all his expenditures to the Auditors, and shall present a statement of the receipts and expenditures of the Company (or Association) to the Annual General Meeting of the shareholders.

Duties of the Salesman.

XXVII. (1.) The *Salesman* shall use his best endeavours to sell the products of the factory, so as to further the interests of the *patrons* to the best of his judgment and ability.

(2.) As soon as practicable after the completion of any sale, he shall notify the President and Secretary of the quantities sold, the price agreed upon, particulars of sale, date of shipment, and any other condition or element in the transaction which affects the *patrons* or the *manufacturer*.

Annual Meeting.

XXVIII. The Annual General Meeting of the shareholders shall be held at....., or at such other place in..... as the Directors may determine, on the.....in.....each year.

XXIX. Notice of the time and place for the holding of such Annual General Meeting, shall be given at least ten days previously thereto, in two of the newspapers circulating in the neighbourhood, and also by postal notice to that effect, mailed to each shareholder's address as last registered in the office of the Company (or Association).

XXX. If from any cause the Annual General Meeting of the Company (or Association) shall not be held, or due and legal notice thereof shall not be given, then it shall be the duty of the Directors to cause a Special General Meeting of the shareholders to be called as soon as may be thereafter, for the purpose of transacting the business of the Annual General Meeting, and at such meeting or meetings, all matters may be dealt with and acted upon as if such meeting were in fact the Annual General Meeting of the shareholders of the Company (or Association).

XXXI. The rules of order for the Annual General Meeting shall be:—

1. The meeting called to order by the President or acting President;
2. The reading and disposal of the minutes of the last meeting;
3. The reading and disposal of communications;
4. Reports of Standing Committees appointed by a General Meeting of the shareholders;
5. Reports of Special Committees appointed by a General Meeting of the shareholders;
6. Reports of the Officers,—including the report of the *Salesman*;
7. Report of the Auditors;
8. Unfinished business;
9. Nomination and election of Officers for the ensuing year;
10. Appointment of one Auditor;
11. New business.

Special Meetings.

XXXII. Special Meetings of the shareholders may be called by the President or any four of the Directors, or on the requisition, in writing, of the shareholders of the Company (or Association) who may hold one-fourth of the subscribed stock of the Company (or Association); and in every such call or requisition for a Special Meeting, a statement shall be made of the definite purposes for which such Special Meeting is called, and no other business shall be transacted at such Special Meeting, than shall be mentioned in the notice or notices which have been given calling the same.

XXXIII. At least ten days' notice of every Special Meeting shall be given, by advertising the same in at least two newspapers circulating in the neighbourhood, and also by mailing a notice to the same effect to the address of each shareholder, as last registered in the office of the Company (or Association).

XXXIV. Any alterations in the By-laws of the Company (or Association) shall be made only by a two-thirds vote at the Annual General Meeting of the shareholders.

XXXV. A copy of the By-Laws shall be, at all reasonable hours, open for inspection by shareholders, at the factory where the business of the Company (or Association) is carried on.

RULES AND REGULATIONS.

Business Arrangements.

1. The Company (or Association), hereinafter called the "*manufacturer*," shall collect the cream, manufacture and store the butter, provide packages and all necessary furnishings, at a charge of..... for every pound of butter which is manufactured ;

or

1a. The *manufacturer* shall charge each shareholder for the manufacturing of the cream furnished by him or her, at the rate of..... per pound of butter, up to.....pounds of butter per share of \$..... in the stock of the Company (or Association) held by him or her, and shall charge all non-shareholders a rate of..... per pound of butter ; in consideration of which the *manufacturer* will manufacture the butter, store it, provide packages and all necessary furnishings.

2. *Patrons* who may be dissatisfied with the measurements of their cream must report the same to the Directors, who shall adjust and settle the matter.

3. The cream of each *patron* shall be tested at least twice during each week of the season ; and the cream shall be valued according to its quality as revealed by such test.

4. Each *patron*, upon being notified, shall convey in a waggon or otherwise, his or her share of the butter which has been manufactured, from the factory to the point of delivery as agreed upon by the *Salesman* ; and failure to comply with this rule will subject the *patron* to a fine of \$2.00, which shall be deducted from his or her share of the receipts from the sales of butter. It is open to any *patron* to find a substitute for the drawing of the butter.

5. Each *patron* shall be entitled to the butter required for use on his or her own table at the wholesale price ; but no quantity shall be put up in less than.....pounds.

6. In the case of any *patron* who does not continue to furnish the cream from his or her herd to the creamery until the close of the manufacturing season, a sum equal to.....cents per pound of all the butter manufactured from the cream furnished

during the season, shall be deducted from his or her share of the receipts, unless he or she shall have first obtained the consent of the Directors to such discontinuance.

7. The *manufacturer* shall insure the butter in one or more Insurance Companies to any extent; but the *manufacturer* will not be responsible for any of the butter which may be destroyed, other than for the amount received by the said *manufacturer* from the Insurance Companies.

The Milk and Cream.

8. The cream shall be furnished from milk of only healthy cows, which are fed upon wholesome food, with access to plenty of pure water and salt; they shall be prevented from eating any feed, which will give an injurious flavour or taint to the butter. Cream shall not be offered to the creamery from any cow, until after the fourth day after calving.

9. The pastures, yards and lanes shall be kept free from carrion and all decaying matter which may cause noxious smells.

10. The cream furnished by each *patron* shall be clean, pure and sweet; and, in case any grounds should exist for suspecting that the bulk of the cream, as furnished by any *patron*, is not in every sense similar to the sample taken for use in the *test*, a Committee appointed by the Directors shall visit the premises of the *patron* and make examination for themselves regarding such matter; and if any unfair or dishonest practice shall be proven to have existed, it shall be optional with the Directors as to whether they shall, (1) prosecute the *patron* according to law, (2) effect a settlement with him or her upon the payment to the funds of the *manufacturer* of such a sum as may be agreed upon, or (3) exclude the *patron* from the privileges of the creamery for a stated number of years.

11. Milk should be drawn from the cows in a cleanly manner; the udders should be brushed or washed; and milking with dry hands is preferable to the practice of dipping the fingers in the pail in order to moisten them.

12. Immediately after the milk is drawn from the cow, it should be strained through a wire or cloth strainer.

13. All pails and other utensils with which the milk is brought into contact must be of tin; the use of wooden pails for milking or holding milk is strictly forbidden; and any contravention of this rule will subject the *patron* to the liability of being deprived of the privileges of the creamery.

14. The milk must be kept in a place where the atmosphere is free from foul and injurious smells.

15. Vessels in which the milk is set shall be kept clean and sweet, and the tank into which the vessels are set shall be kept free from bad odours; and if a cream collector shall discover the setting vessels or water tank of any *patron* to be in a state unfit for the keeping of milk without detriment to its quality, he shall notify the butter-maker of that fact, who shall report the same to the *patron* and Directors. After the first offence, the *patron* may be subjected to a fine of 50 cents for every time that the milk-can shall be sent to the creamery in an unclean condition.

16. The cream collector, under the instructions of the butter-maker, shall reject any cream which he considers to be unfit for use in the manufacturing of the finest quality of butter, and the butter-maker's judgment in the matter shall be final.

17. Each *patron* who furnishes cream to the creamery, is thereby considered as having agreed to the foregoing rules and regulations.

Duties of the Butter-maker.

18. It shall be the duty of the butter-maker to use his best endeavours to manufacture an article of uniformly fine, merchantable butter.

19. He shall be responsible for and make good in money, any loss that may be sustained from the making of inferior butter through carelessness, neglect, or incapacity.

20. He shall keep a correct record of the quantity of cream furnished by each *patron*, and of the quality of the same, as revealed by the oil-test churn or other testing apparatus, and deliver the same to the Secretary of the Company (or Association).

21. He shall test or cause to be tested, the cream furnished by each *patron* at least.times every week during the season.

22. He shall inspect the cream-collecting waggons and the cream-collecting cans or tanks, and report upon their condition as to cleanliness, etc., to the Directors.

23. He shall keep the creamery and its utensils clean.

24. He shall care for the butter until the close of the manufacturing season; he shall see that all butter which is not in air-tight packages, is brined at least once every fortnight; and he shall use every reasonable precaution to maintain the temperature of the store-room at a point which is most suitable for its preservation.

25. He shall see that the surroundings of the premises are kept free from bad odours.

26. He shall use his best endeavours to advance the interests of the *manufacturer* and the *patrons*.

27. In case any of the *patrons* or Directors shall find any of the utensils or the floor of the creamery in a filthy state, whereby the quality of the butter is liable to be injured, a sum of \$1.00 for every such offence and every such utensil shall be deducted from the monies coming to the butter-maker from the *manufacturer*.

Cream Collectors.

The cream-collectors should be furnished with cream-collecting cans or a cream-gathering tank. Besides the inside tin of these, they should be finished with some non-conducting sides, in order to protect the cream against the influence of hot weather while in transit. Double sides, with a hollow space of $\frac{3}{4}$ of an inch between, will suffice in the case of circular cans. Wooden sides, with hollow spaces made by the use of paper, should surround the tin lining of the gathering tanks. In both cases a float should rest on the top of the cream, to prevent agitation from effecting any churning.

Each cream-gatherer should also have a *measuring can* 12 inches in diameter. One inch in depth in a 12-inch can contains practically the same quantity of cream as 2 inches in an $8\frac{1}{2}$ inch can; that is a standard "creamery inch."

He should also be furnished with a set of cream-testing tubes to be used in an Oil Test Churn. These tubes are numbered. After the cream has been properly measured in a pail 12 inches in diameter, its whole volume should be properly mixed by pouring from one vessel to another not less than three times. After that treatment, a sample of the cream should be taken in one of the test tubes, and the number of the same recorded opposite to the number or name of the *patron*.

NOTE.—When these samples are truly representative of the cream which is furnished by any *patron* the butter-maker can discover and calculate the quantity of butter which that particular cream will produce, in order that an equitable distribution of the proceeds may be effected. All payments for cream should be calculated from a "unit of cream," which is the quantity of it required to yield one pound of butter.

The cream-collector should also enter into a pass book, to be retained by each *patron*, the number of inches of cream with which he or she has been credited; and a monthly statement should be furnished to each *patron* showing the quantity of butter which the cream he has furnished has produced per "inch."

REQUIREMENTS AT THE FARMS.

Besides the apparatus and utensils at the creamery, it will be necessary that every patron should have conveniences for the separation of the cream from the milk. Where a large herd is owned, the use of a small hand separator may be found economical. In other cases the deep-setting system will give the best returns, considering the cost of the utensils, the labour involved, and the quantity and quality of the cream obtained. The ordinary deep-setting pail is 20 inches deep and $8\frac{1}{2}$ inches in diameter. It holds 35 pounds of milk conveniently. Any dairyman can reckon the number which he will require from that data, bearing in mind the fact that enough vessels should be available for holding both the morning's and evening's messes of milk. An extra pail or two should also be available for holding the cream. Two inches in depth of a can $8\frac{1}{2}$ inches in diameter contain 113 cubic inches, which quantity has been called a standard "creamery inch."

Sometimes a foolish rivalry arises between the *patrons* who furnish cream to creameries, in the effort to furnish cream which will yield a large test of butter per "inch." The attention of the *patrons* should be directed to securing the *largest possible quantity of butter* from the milk which has been set, and that in conjunction with *furnishing cream in the best condition* for the making of fine butter. It is but seldom possible to obtain these, viz.: the largest quantity of butter from the milk and cream in the best condition, if the cream which is sent to the creamery is exceedingly rich in butter-fat.

The milk should be set as quickly as possible after it is drawn from the cows. The pails or setting vessels should be placed in cold water, in order that their contents may be cooled quickly to 45 degrees or lower. After they are set they should be left undisturbed until the skimming is commenced. Ordinarily they should be left at perfect rest for over 20 hours. When the cream has been removed from the milk, it should be kept as cold as possible until the *collector* receives it or until it is delivered to the creamery.

BY-PRODUCTS.

The disposal of the buttermilk can be arranged according to the preferences of the *patrons* and the *manufacturer*. For pig-feeding it may be estimated as having a value equal to the production of 5 pounds of increase in live weight, per 100 pounds of butter-milk.

REPORTS.

Statements to each *patron* of the particulars of his account with the *manufacturer* should be furnished to every *patron* when a distribution of the proceeds from a sale is made. An annual return should also be made to the office of the Dairy Commissioner at Ottawa. It should set forth :—

- (1.) The number of days during which the creamery was in operation;
- (2.) The number of *patrons* who furnished cream;
- (3.) The total quantity of cream received—in inches or other units of measurement;
- (4.) The number of these required to yield one pound of butter during each month;
- (5.) The total quantity of butter made;
- (6.) The average price for which the butter of each month's make was sold;
- (7.) The total value of the butter sold;
- (8.) The total amount of money distributed to the *patrons*.
- (9.) An abstract of the Annual Report of the Treasurer of the Company (or Association).

Copies of this Bulletin in English and French may be obtained free by application to the Dairy Commissioner, Central Experimental Farm, Ottawa.

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